2019-2020 A-F AUDIT
Guidance & Information for Schools/Corporations

1. General Information

a. Per IC 20-31-8-4(b), before the Indiana State Board of Education (SBOE) may place a school in an A-F category, the Indiana Department of Education (IDOE) must provide each school the opportunity to review, add to, or supplement the data, and correct any errors in the data.

   i. <u>Opportunity to Review:</u> Schools are given the opportunity to review the data during the collection window and during the signoff period for each respective data collection.

   ii. <u>Opportunity to Supplement:</u> Schools are given the opportunity to supplement the data during the collection window and during the signoff period for each respective data collection.

   iii. <u>Opportunity to Correct Errors in Data:</u> Schools are given the opportunity to correct errors in data during the A-F audit and graduation rate audit.

b. *Errors in Data* are defined by the IDOE as incomplete or inaccurate data utilized for A-F purposes that contribute to a miscalculation, or non-inclusion of data in the calculation.

c. The following data components may be addressed in this audit process:

   i. 2019 Course Completion Dual Credit (DOE-CC or DOE-DC)

   ii. 2019 College and Career Readiness Data (industry certification, international baccalaureate, advanced placement)

d. **The IDOE will not review any requests to audit the following: 2018 five year graduation rate or cohort; 2019 four year graduation rate or cohort; 2019 Attendance (DOE-AT); 2019 LEP/ISTEP+ (DOE-LE); 2019 Enrollment/Mobility (DOE-RT/EM)**. Schools were afforded the opportunity to correct errors in data during the graduation rate audits and the 2018-2019 A-F audit.

e. Any non-data related issues will be addressed through the SBOE's appeal process. **Only data-related issues are addressed through the IDOE's A-F audit**.

f. Questions concerning the audits should be submitted to schoolaccountability@doe.in.gov.

2. Timeline Information

a. Embargoed grades may be found at https://accountability.doe.in.gov beginning **September 8, 2020.**

b. The online portal for submissions will open on September 8, 2020 for all schools and corporations.

c. All documentation must be submitted to the online portal and received by the IDOE no later than **11:59pm on September 22, 2020**.

d. Audits will be conducted by the IDOE as they are received. Schools will receive notice of the IDOE's findings upon completion of the IDOE's review of all audits.

e. An extension of time for submission may be granted by the IDOE if the IDOE finds that the school has demonstrated good cause for an extension of time.

3. Submission Requirements

a. Schools must submit the audit request via IDOE Online Portal: https://accountability.doe.in.gov. Only audits submitted via this Portal by the stated deadline will be considered.

b. Any audit requests received by post, email or fax **will not be accepted**.

c. Only **one** audit may be submitted per school.

d. An audit request **must** include the following in order to be considered:
   a Student data worksheet, found in the Accountability & Accreditation Moodle Community under "A-F Audits & Appeals Process > Resources > IDOE A-F Audit > Student Data Worksheet.
   b Documentation to support the requested audit change. See *Section 4. Documentation & Examples of Audit Issues* for what documentation is expected to support the audit request.
   c Revised .csv file of state reports, if applicable.

e. Each piece of supporting documentation provided must be clearly labeled with the student's STN, and first and last name to be considered by the IDOE.

f. Schools will be contacted by the IDOE if there are one or more issues identified during the submission process and/or with the documentation itself. The IDOE will inform the school of the nature of the issue(s) with the audit submission and/or documentation.

g. For further guidance on documentation requirements, please refer to the section 4 of this document.

4. Documentation & Examples of Audit Issues

a. Documentation
   i. For the IDOE to determine whether an audit finding should be approved, the school must provide sufficient evidence to support the request. For example, if a school requests an audit of the college and career readiness component because some students are not counted as receiving dual credit, the school should provide documentation to demonstrate that the students did in fact receive the dual credit (transcript documenting at least 3 dual credits received).

    ii. Audits that are submitted without sufficient documentation will not be approved. The school must provide supporting evidence in order to overrule the data record previously submitted and confirmed by the school in order for an audit to be approved.

  b. <u>Example</u>
    i. Student received dual credit, industry certification, or passed an IB or AP assessment but was not included in the school's roster.

5. Audit Review Process

  a. Audits may be approved or denied in whole or in part. Additionally, the findings of an audit may or may not alter the final outcome as it relates to the accountability calculations.

  b. All findings and determinations from the audits resulting in changes to data will be used in the calculations of state grades and federal ratings.

  c. The IDOE reserves the right to audit the entire data collection of a school or corporation during the review process.